BrailleNote / VoiceNote
APEX QT

Command Summary

Humanware

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1   Command Summary.

Please note that the information found in this user guide applies to both the BrailleNote and the VoiceNote. However, because the VoiceNote does not have a Braille display or Thumb keys, VoiceNote users should disregard any references to these features.

The Command summary chapter provides a list of commands used in all applications.

1.1   General Commands.

1.1.1   Operating Modes

Speech On Request/Off/On: ***Hold down the PREVIOUS thumb key, press SPACE, then release both keys***

Braille On/Off: ***Hold down the NEXT thumb key, press SPACE, then release both keys***

Braille Display:

Auto Display: ***READ with SHIFT with G.***

Slow Down: ***PREVIOUS***

Speed Up: ***NEXT***

Stop: ***Previous with Next thumb key***

Back a Word: ***Previous with Back thumb key***

Forward a Word: ***Previous with Advance thumb key***

Route Cursor Beginning: ***Back with Advance thumb key***

Mode: ***Previous with Next*** (Cycle x ***4***)

1.1.2   In a Menu or List.

Move forward in a menu or list: ***SPACE***, or

                                                     DOWN ARROW, or

                                                     ADVANCE thumb key.

Move backward in an menu or list: ***BACKSPACE***, or

                                                     UP ARROW or

                                                     BACK thumb key.

Select displayed item: ***ENTER*** or

                                                     NEXT thumb key.

Select item in menu or jump to item in list: Press ***first letter.***

1.1.3   Options Available at Any Point

Return to Main Menu: *MENU*.

Exit current option: *ESCAPE*.

Obtain help for current operation: *HELP*.

Increase volume: *FUNCTION with PERIOD*.

Decrease volume: *FUNCTION with COMMA*.

Speak faster: *FUNCTION with EQUALS*.

Speak slower: *FUNCTION with HYPHEN*.

Raise pitch of speech: *SHIFT with FUNCTION with EQUALS*.

Lower pitch of speech: *SHIFT with FUNCTION with DASH*.

Stop reading, or acknowledge alarm: *READ with SPACE*.

Date announcement: *FUNCTION with O, D* or

                                        FUNCTION with D.

Time announcement: *FUNCTION with O, T, C* or

                                        FUNCTION with T.

Stopwatch: *FUNCTION with O, T, S* or
                                        FUNCTION with W.

Keyboard Settings: *FUNCTION with O, K* or

                                        FUNCTION with K.

Review Voice: *FUNCTION with O, R* or

                                        FUNCTION with R.

Power and Battery status: *FUNCTION with O, P* or
                                        READ with ESCAPE.

User Guide: *FUNCTION with O, U* or

                                        READ with HELP.

Next appointment: *FUNCTION with O, N* or *FUNCTION with N*.

Repeat the last message or prompt: *REPEAT*.

Repeat the last prompt with spelling: *FUNCTION with O, S* or *FUNCTION with L*.

Repeat the last prompt with all punctuation: *FUNCTION with O, H* or
                                        FUNCTION with P.

Options Menu: *FUNCTION with O*.

Increase volume of media player, FM radio and streaming audio:
                                        CONTROL with EQUALS.

Decrease volume of media player, FM radio and streaming audio:
CONTROL with HYPHEN.

Pause media player, stop audio streaming, mute FM radio :
CONTROL with BACKSLASH.

Restart media player, start audio streaming, unmute FM radio:
CONTROL with BACKSLASH.

Playback last memo: **SHIFT with FUNCTION with M**.

Unicode table (available at any point computer braille is in use): **FUNCTION with X**

UEB symbol table (available at any point that UEB is in use): **FUNCTION with X**

Unicode macro: **SHIFT with FUNCTION with C**

Select Language and Braille code: **FUNCTION with SHIFT with L**.

Change Braille Grade for keyboard entry: **CONTROL with G**.

1.1.4   Switch Programs.

Task menu: **FUNCTION with S**, or

FUNCTION with O, M, or

Go to Word processor: **FUNCTION with 4**.

Go to Planner: **FUNCTION with 6**.

Go to Address List: **FUNCTION with 7**.

Go to E-mail: **FUNCTION with 8**.

Go to Book Reader: **FUNCTION with 9**.

Go to Calculator: **FUNCTION with 5**.

Go to Internet: **FUNCTION with 0 (zero)**.

Go to Chat (instant messaging): **FUNCTION with C.**

Go to Terminal for Screen Reader: **FUNCTION with B**.

Go to Media Player: **FUNCTION with M**.

Go to Database Manager: **SHIFT with FUNCTION with D**.

Go to Games: **FUNCTION with G**.

Go to FM Radio: **FUNCTION with F**

1.1.5   At "Folder Name" prompt.

Type folder name and press **ENTER**, or

Access folder list:	**SPACE**.
Select a directory path:	**CONTROL with T**.
Change Drive:	**BACKSPACE**.

1.1.6   At "List of Folders" prompt.

Cycle forward through folder list:	**SPACE**.
Cycle back through folder list:	**BACKSPACE**.
Jump to folder name starting with:	Press **first letter**.
Display disk name and space available:	**READ with I**.
Return to "Folder Name?" prompt:	**ESCAPE**.
Change order in which folders are listed:	**READ with V**

1.1.7   Within a Folder list.

Cycle forward through folder list:	**SPACE**.
Cycle back through folder list:	**BACKSPACE**.
Jump to folder name starting with:	Press **first letter**.
Return to "Folder Name?" prompt:	**ESCAPE**.
Select displayed folder or marked folders:	**ENTER**.
Display folder information:	**READ with I**.
Rename folder:	**CONTROL with R**.
Delete folder:	**CONTROL with I**.
Copy folder:	**CONTROL with Y**.
ZIP folder:	**CONTROL with READ with Z**.

Mark or Unmark folder: **CONTROL with SPACE**.

Mark or Unmark all folders: **CONTROL with READ with F.**

Change order in which folders are listed: **READ with V.**

1.1.8 At "Directory Name" prompt.

Type subdirectory name and press ***ENTER***.

Access subdirectory list: ***SPACE.***

Select folder: ***CONTROL with T***.

Change drive: ***BACKSPACE.***

To go up a level in the directory structure: ***LEFT ARROW***.

1.1.9 At "Subdirectories" prompt.

Cycle forward through subdirectory list: ***SPACE.***

Cycle back through subdirectory list: ***BACKSPACE***.

Jump to subdirectory name starting with: Press ***first letter***.

To go up a level in the directory structure: ***LEFT ARROW***.

Display disk name and space available: ***READ with I***.

Return to "Directory Name?" prompt: ***ESCAPE***.

1.1.10 Within a Subdirectory List.

Cycle forward through subdirectory list: ***SPACE.***

Cycle back through subdirectory list: ***BACKSPACE***.

Select displayed subdirectory: ***ENTER***.

Jump to subdirectory name starting with: Press ***first letter***.

To display the subdirectories of the displayed directory: ***RIGHT ARROW***

To go up a level in the directory structure: ***LEFT ARROW***.

Display subdirectory information: ***READ with I***.

Rename subdirectory: ***CONTROL with R***.

Erase subdirectory: ***CONTROL with I***.

Copy subdirectory: ***CONTROL with Y***.

Mark or Unmark subdirectory: ***CONTROL with SPACE***.

Mark or Unmark all subdirectories: ***CONTROL with READ with F***

Return to "DirectoryName?" prompt: ***ESCAPE***.

Change order in which subdirectories are listed: ***READ with V***

1.1.11   At "File Name" and "Document Name" prompt.

Type file name and press ***ENTER***, or

Cycle forward through list of files: ***SPACE***.

Change folder: ***BACKSPACE***.

Toggle document type to create: ***CONTROL with X***.

Cycle forward through most recently opened files: ***READ with 9***.

Cycle back through most recently opened files: ***READ with 7***.

Change order in which files are listed: ***READ with V***

1.1.12   At "List of Files" and "List of Documents" prompt.

Cycle forward through list of files: ***SPACE***.

Cycle back through list of files: ***BACKSPACE***.

Jump to file name starting with: Press ***first letter***.

Display directory information: ***READ with I***.

Change order in which files are listed: ***READ with V***

Return to "File Name?" prompt: ***ESCAPE***.

1.1.13   Within a List of Files or Documents.

Cycle forward through list of files: *SPACE*.

Cycle back through list of files: *BACKSPACE*.

Jump to file name starting with: Press *first letter*.

Select displayed file or marked files: *ENTER*.

Rename file: *CONTROL with R*.

Delete file: *CONTROL with I*.

Move file: *CONTROL with READ with M*.

Copy file: *CONTROL with Y*.

ZIP file: *CONTROL with READ with Z*.

Protect or unprotect file: *CONTROL with READ with P*, then *P*

Mark or unmark a file: *CONTROL with SPACE*

Mark or unmark all files: *CONTROL with READ with F*

Toggle file type to view: *CONTROL with X*.

Return to "File Name?" prompt: *ESCAPE*.

File information: *READ with I*.

Change order in which files are listed: *READ with V*

1.1.14   Other Useful Commands at prompts

Single-character wild-card: *?*.

Multi-character wild-card: ***.

Clear field: *CONTROL with BACKSPACE*.

Caps Lock: *CONTROL with SHIFT*.

1.1.15   Thumb Keys

Thumb keys On/Off toggle: *FUNCTION with O, F.*

1.1.16   Options Menu

The following items are accessed via the Options Menu, and have not previously been covered under 1.1.3 Options Available at Any Point**.**

Access Options menu:	*FUNCTION with O*.
Grade of Braille:	*FUNCTION with O, G,* or
	CONTROL with G, or
Braille Options:	*FUNCTION with O, B*.
Visual Display:	*FUNCTION with O, V*.
Insertion:	*FUNCTION with O, I,* or
	FUNCTION with I.

1.2   Word processor.

1.2.1   KeyWord, text review.

Read continuously: ***READ with G.***

Stop reading: ***READ with SPACE BAR.***

Top of file: ***READ with T.***

Bottom of file: ***READ with B.***

Previous character: ***READ with M*** or ***LEFT ARROW.***

Current character: ***READ with COMMA.***

Next character: ***READ with PERIOD,*** or ***RIGHT ARROW.***

Previous word: ***READ with J,*** or

                                    CONTROL with LEFT ARROW.

Current word: ***READ with K.***

Next word: ***READ with L,*** or

                                    CONTROL with RIGHT ARROW.

Start of line: ***READ with H.***

End of line: ***READ with SEMICOLON.***

Start of next line: ***READ with ENTER.***

Next Tab position: ***READ with APOSTROPHE.***

Review-only mode toggle: ***READ with X.***

Information menu (for filename and word count):   ***READ with CONTROL with I.***

Check or change reading mode: ***READ with S.***

In Sentence and Paragraph reading Mode, the following commands review sentences and paragraphs:

Previous sentence: ***READ with U.***

Current sentence: ***READ with I.***

Next sentence: ***READ with O.***

Previous paragraph: ***READ with 7.***

Current paragraph: ***READ with 8.***

Next paragraph: ***READ with 9.***

In Line Mode, the same commands review lines and sections.

In Column mode, the same commands review the current word on the line above or below and section above or below.

1.2.2   Other Review Commands.

Define Place Marker:	***READ with D.***
Jump to Place Marker:	***READ with P.***
Hear cursor position:	***READ with Q.***
Go to:	***READ with R.***
Previous sentence:	***FUNCTION with UP ARROW.***
Next sentence:	***FUNCTION with DOWN ARROW.***
Go to next Tab position:	***READ with APOSTROPHE.***
Find:	***READ with F.***
Find Next Occurrence:	***READ with N.***

1.2.3   Editing Commands.

Backspace:	***BACKSPACE key.***
Delete current character:	***CONTROL with COMMA***, or ***DELETE.***
Delete current word:	***CONTROL with K.***
Delete previous word:	***CONTROL with J.***
Delete to end of sentence:	***CONTROL with I,*** in Sentence and paragraph reading mode.
Delete to end of paragraph:	***CONTROL with 8***, in Sentence and paragraph reading mode.
Delete to end of line:	***CONTROL with I,*** in Line and Column reading modes.
Delete to end of section:	***CONTROL with 8,*** in Line and Column reading modes.
Delete to end of document:	***CONTROL with D.***
Find and replace:	***CONTROL with F.***

1.2.4   Formatting Commands.

New line:	***ENTER*** key.
New Page:	***CONTROL with N.***
TAB:	***TAB.***
Binding space:	***CONTROL with SPACE.***
Document Layout:	***CONTROL with L.***
Page settings:	***CONTROL with P.***
Style of presentation:	***CONTROL with Y.***
Center line:	***CONTROL with E.***
Right justify line:	***CONTROL with R.***
Underline:	***CONTROL with U.***
Font:	***CONTROL with T.***
Insert the Time:	***CONTROL with 4.***
Insert the Date:	***CONTROL with 6.***
Insert calculator result or whole calculation:	***CONTROL with 5.***
Insertion menu:	***FUNCTION with I.***
Template Menu:	***CONTROL with A.***

1.2.5   Format Text Document for Braille.

Braille Settings Menu:	***READ with CONTROL with B.***
Braille page settings:	Braille Settings Menu, ***P.***
Braille layout list:	***READ with CONTROL with L.***
Braille only inclusion:	***READ with CONTROL with N.***
Start Braille exclusion:	***READ with CONTROL with X.***
End Braille exclusion:	***READ with CONTROL with Y.***
Braille translation options:	***CONTROL with O.***
Braille grade, query or change:	***CONTROL with G.***

1.2.6   Format Braille Document for Text.

1.2.6.1   Ink-print Settings.

Ink Print Settings Menu:	*READ with CONTROL with B.*
Ink-print page settings:	Ink-print Settings Menu, *P.*
Ink-print layout list:	*READ with CONTROL with L.*
Ink-print only inclusion:	*READ with CONTROL with N.*
Start ink-print exclusion:	*READ with CONTROL with X.*
End ink-print exclusion:	*READ with CONTROL with Y.*
Ink-print translation options:	*CONTROL with O.*

1.2.6.2   Block Commands.

Block menu:	*CONTROL with B.*
Append block to clipboard:	Block menu, *A.*
Bottom marker insertion:	Block menu, *B.*
Copy block to clipboard:	Block menu, *C.*
Delete block:	Block menu, *D.*
Erase file & exit Keyword:	Block menu, *E.*
Insert file:	Block menu, *I.*
Move block to clipboard:	Block menu, *M.*
Paste clipboard:	Block menu, *P.*
Read block:	Block menu, *R.*
Store block:	Block menu, *S.*
Top marker insertion:	Block menu, *T.*
Zap block markers:	Block menu, *Z.*

Correct Braille grade of block (English only) Block menu, *B*

Language and Braille grade change (if more than one language is enabled): Block menu, *L*.

Quick Mark commands.

Mark word:	Block menu, *READ with K.*
Mark sentence or line:	Block menu, *READ with I.*
Mark paragraph or section:	Block menu, *READ with 8.*

1.2.6.3   Miscellaneous KeyWord Commands.

Exit a document:	*ESCAPE*.
Save document:	*CONTROL with S.*
Quit document:	*CONTROL with Q.*

1.2.6.4   Spelling Checker Commands.

Spelling Checker menu:	*READ with CONTROL with S.*
Check to end of document:	*Spell Check menu, C.*
Document check:	*Spell Check menu, D.*
Lookup Word in dictionary:	*Spell Check menu, L.*
Word check:	*Spell Check menu, W.*
Paragraph or section check:	*Spell Check menu, P.*
Select Language:	*Spell Check menu, S.*

At the Spelling Checker "Option?" prompt, the following are valid:

Review the word:	*READ with K.*
Ignore the word:	*I.*
Skip this occurrence of the word:	*READ with L.*
Add the word to the dictionary:	*A.*
Correct the word:	*C, new word.*
Review suggested spellings:	*S.*
Look up a word in the dictionary:	*L.*
Read sentence containing word:	*READ with I.*
Read paragraph containing word:	*READ with 8.*
During Suggested Spelling Review:	
Announce original word:	*I. Second press spells word.*
Spell current suggestion:	*FUNCTION with L.*
Use suggestion:	*ENTER.*

Return to option prompt: *ESCAPE.*

1.2.6.5 When Looking up Word in Dictionary.

Spell current word in dictionary: *FUNCTION with L.*

Announce original word: *I.*

Replace original word: *ENTER.*

1.2.6.6 Template Commands.

Template Menu: *CONTROL with A.*

Insert Field: *Template Menu, I.*

Force inclusion of line: *Template Menu, F.*

Start conditional suppression: *Template Menu, S.*

End conditional suppression: *Template Menu, E.*

Mark comment line: *Template Menu, M.*

1.3 Book Reader.

1.3.1 DAISY commands.

Start listening: *READ with G*

Stop listening: *READ with SPACE*

Cycle through the list of Daisy elements: *UP or DOWN ARROW*

Move back by current Daisy element: *LEFT ARROW*

Move forward by current Daisy element: *RIGHT ARROW*

Enter the list of headings: *READ with V*

Go to any page, line or column: *READ with R*

Toggle the narrator voice on or off: *READ with SHIFT with V*

Define a new place marker: *READ with D*

Jump to an existing place marker: *READ with P*

Enter or view a text note: *READ with SHIFT with N*

Increase the narrator's volume: *CONTROL with EQUALS*

Decrease the narrator's volume: *CONTROL with DASH*

Speed up the narrator's voice: *FUNCTION with EQUALS*

Slow down the narrator's voice: *FUNCTION with DASH*

Increase the tone of the narrator's voice: *SHIFT with FUNCTION with EQUALS*

Decrease the tone of the narrator's voice: *SHIFT with FUNCTION with DASH*

1.3.2 Review commands.

Go forward reading: **READ with G**

Stop reading: **READ with SPACE**

Top of file: **READ with T**

Bottom of file: **READ with B**

Find text string: **READ with F**

Find Next Occurrence of the last search: **READ with N**

Previous character: **READ with M or LEFT arrow**

Current character: **READ with COMMA**

Next character: **READ with PERIOD or RIGHT arrow**

Previous word: **READ with J or CONTROL + RIGHT arrow**

Current word: **READ with K**

Next word: **READ with L or CONTROL + RIGHT arrow**

Previous sentence: **READ with U**

Current sentence: **READ with I**

Next sentence: **READ with O**

Previous paragraph: **READ with 7**

Current paragraph: **READ with 8**

Next paragraph: **READ with 9**

Determine the current reading mode: **READ with S**

Change the reading mode: **READ with S repeatedly**

Announce Key Mode: **READ with A**

Book information: **READ with CONTROL with I**

Current position information: **READ with Q**

Go to any page, line or column: **READ with R**

1.3.3   Braille thumb keys commands.

Advance the display by one width: ***ADVANCE***

Move back the display by one width: ***BACK***

To move the display forward by a chosen amount of text: ***NEXT***

To move the display back by a chosen amount of text: ***PREVIOUS***

Start the display advancing automatically: ***READ with SHIFT with G***

Slow down: ***PREVIOUS***

Speed up: ***NEXT***

Stop: ***PREVIOUS + NEXT thumb key***

To move the display back a word: ***PREVIOUS + BACK thumb key***

To move the display forward a word: ***PREVIOUS + ADVANCE thumb key***

Turn speech on or off: ***SPACE + PREVIOUS thumb key***

Turn the Braille display On or Off: ***SPACE + NEXT thumb key***

Route cursor to the beginning of the Braille display: ***BACK + ADVANCE thumb key***

Cycle through the 4 Braille display modes: ***PREVIOUS + NEXT***

change the text document reading grade: ***ADVANCE with NEXT repeatedly***

For on the fly translation Braille grade: ***p (preferred) f (six dot) h (8 dots)***

1.3.4   Miscellaneous commands.

Block commands: ***CONTROL with B***

To open another book: ***CONTROL with Z***

To check what document you have selected: ***READ with CONTROL with I***

1.4   Calculator.

0:	*0* or *M*.
1:	*1* or *J*.
2:	*2* or *K*.
3:	*3* or *L*.
4:	*4* or *U*.
5:	*5* or *I*.
6:	*6* or *O*.
7:	*7*.
8:	*8*.
9:	*9*.
Plus:	*+ or = or SEMICOLON*.
Minus:	*- or P*.
Multiplied by:	** or COMMA*.
Divided by:	*/*.
Equals:	*ENTER*.
Decimal point:	*PERIOD*.
Negative number:	*N*.
Percent operator:	*%*.
Left parenthesis:	*(*.
Right parenthesis:	*)*.
Set decimal places:	*CONTROL with PERIOD,* then *0 to 9*.
Clear calculation:	*CONTROL with I*.
Delete last key:	*BACKSPACE*.
Announce calculation or result:	*READ with I*.
Read last number or operator entered:	*READ with K*.
Square root:	*Q*.
Squared:	*SHIFT with Q*.
Decimal exponent:	*^*.
Log to base e of:	*E*.
e to the power of:	*SHIFT with E*.

Log to base 10 of: **T**.

10 to the power of: **SHIFT with T**.

To the power of: **X**.

To the power of 1 divided by: **SHIFT with X**.

Degrees: **D**.

Radians: **SHIFT with D**.

PI: **Y**.

Sine: **CONTROL with T**, **S**.

Arc sine: **READ with T**, **S**.

Cosine: **CONTROL with T**, **C**.

Arc cosine: **READ with T**, **C**.

Tan: **CONTROL with T**, **T**.

Arc tan: **READ with T**, **T**.

Clear memory: **C, then 0 through 9**.

Store memory: **S,** then **0 through 9**.

Add to memory: **A,** then **0 through 9**.

Recall memory: **R,** then **0 through 9**.

Announce memory: **SHIFT with R,** then **0 through 9**.

Announce Key Mode: **READ with A**.

Enter a fraction:
> *Type the numerator, CONTROL with / and then the denominator* .

Enter a mixed number: Type the whole number, **SPACE** and then the fraction.

Convert a decimal to a fraction: **READ with /**.

Convert a fraction to a decimal: **READ with / D**.

Convert a fraction to its lowest terms: Type the fraction and press **ENTER**.

Convert a mixed number to an improper fraction: **READ with / I**.

Convert an improper fraction to a mixed number: **READ with / M**.

Convert a fraction to a percentage: **%**.

Take the reciprocal of a fraction: **READ with / R**.

Find an equivalent fraction to the displayed fraction: **READ with / E**.

Data Set Menu: **CONTROL with S**.

Check whether the data entry is on or off: *SHIFT with I*.

Find the result of a calculation without entering it into the data set: *READ with ENTER*.

Statistical Functions Menu/Statistical Functions Review List: *READ with S*.

Sample size:	*N*.
Mean:	*M*.
Median:	*D*.
Minimum:	*I*.
Maximum:	*X*.
Sample standard deviation:	*S*.
Population standard deviation:	*P*.
Sum of values:	*V*.
Sum of the square of values:	*Q*.
Copy a value to the clipboard:	*CONTROL with C*.
Enter the Review Mode:	*READ with X*.
Go to the previous data item:	*READ with U*.
Go to the next data item:	*READ with O*.
Go to the first data item in the data set:	*READ with T*.
Go to the last data item in the data set:	*READ with B*.
Find a specific number in a data set:	*READ with F*.
Find the next occurrence of the same number in the data set:	*READ with N*.
Change the View Option:	*READ with V*.
Entry order:	*E*.
Frequency order:	*F*.
Numerical order:	*N*.
Delete the current data item:	*CONTROL with I*.
Save a Data Set:	*CONTROL with S*.

1.5 Planner.

1.5.1 Selecting a New Date.

At the calendar:

Move by day: *RIGHT* or *LEFT ARROW.*

Move by week: *UP* or *DOWN ARROW.*

Move by month: *FUNCTION with PAGE UP* or *PAGE DOWN.*

Move by year: *TAB* or *SHIFT TAB.*

In a planner page:

Go to a new date: *READ with R,* then

                                                F for forward, or *B* for back, then

                                                Move by day, week, month: *D, W, M.*

1.5.2 Reading the Entries.

Previous entry: *READ with U.*

Current entry: *READ with I.*

Next entry: *READ with O.*

Note: In Notes, the above commands move by sentence or line as in KeyWord.

All entries for previous day: *READ with 7.*

All entries for current day: *READ with 8.*

All entries for next day: *READ with 9.*

Top of current day: *READ with T.*

Bottom of current day: *READ with B.*

Note: In Notes, the top and bottom commands take you to top or bottom of the notes.

Read continuously: *READ with G.*

Find text string: *READ with F.*

Schedule appointment: *CONTROL with ENTER.*

Review or Modify appointment: *CONTROL with R.*

Cancel appointment: *CONTROL with I.*

Hear next appointment anywhere

                                                in KeySoft: *FUNCTION with N.*

Go to next overlapping appt: **CONTROL with READ with O.**

Go to previous overlapping appt: **CONTROL with READ with U.**

When the cursor is in the date line of a calendar page:

Number of appointments and all day events: **READ with I.**

Date and days away from current date: **READ with Q.**

When the cursor is in an appointment:

Summary of recurrences and alarm status: **READ with I.**

Date and time and days away from current date: **READ with Q**.

1.5.2.1 Recurring Appointments.

Move to next instance: **SHIFT with READ with O.**

Move to previous instance: **SHIFT with READ with U.**

Patterns:

Daily: Type number of days.

Weekly, Yearly: Sunday: **Su.**

Monday: **Mo.**

Tuesday: **Tu.**

Wednesday: **We.**

Thursday: **Th.**

Friday: **Fr.**

Saturday: **Sa.**

every day: **v.**

weekdays: **d.**

weekend days: **e.**

Note: you can type less letters for Monday, Wednesday or Friday as their initial letters are unique. You can also type more of the name of a day, for example, Thurs for Thursday.

Weeks between occurrences: Type number of weeks.

Monthly, Yearly: first week **1.**

second week: **2.**

third week: **3.**

fourth week: **4.**

last week: **l.**

Months between occurrences: Type number of months.

Number of Recurrences: (not all options documented).

Days:	*Right Arrow.*
Weeks:	*Down Arrow.*
Months:	*Page down.*
Years:	*Shift Tab.*

1.5.3   Alarms.

Acknowledge alarm:	*READ with SPACE,*
	then:
Read alarm details:	*R.*
Cancel alarm:	*C.*
Postpone alarm:	*P.*
Go to planner entry:	*G.*

1.5.4   Miscellaneous Functions.

Move from planner page to calendar:	*ESCAPE.*
Hear the current time:	*FUNCTION with T.*
Hear today's date:	*FUNCTION with D.*
Query day and date:	*READ with Q.*
Announce Key Names:	*READ with A.*

1.6   Address List.

1.6.1   Manipulating Records.

Previous record:	*LEFT ARROW.*
Current record:	*READ with 8.*
Next record:	*RIGHT ARROW.*
Previous field:	*UP ARROW or BACKSPACE.*
Current field:	*READ with I.*
Next field:	*DOWN ARROW* or *SPACE.*
Previous word:	*READ with J.*
Current word:	*READ with K.*
Next word:	*READ with L.*
Add a completed record:	*CONTROL with ENTER.*
Select a record to copy:	*ENTER.*
Change current field:	*CONTROL with K.*
Clear current field:	*CONTROL with BACKSPACE.*
Delete record:	*CONTROL with 8.*
Copy record to Clipboard:	*CONTROL with B.*

1.7   E-mail.

1.7.1   In an E-mail Folder.

Read E-mail:	*ENTER.*
Next field:	*SPACE, or DOWN ARROW.*
Previous field:	*BACKSPACE or UP ARROW.*
Next E-mail:	*RIGHT ARROW.*
Previous E-mail:	*LEFT ARROW.*
Move E-mail to Trash:	*CONTROL with 8.*
Mark E-mail:	*CONTROL with SPACE.*
Mark All:	*CONTROL with ENTER,* then *A.*
Search:	*READ with F.*
E-mail Action Menu:	*CONTROL with ENTER.*
Move forward by day:	*CONTROL with PERIOD.*
Move back a day:	*CONTROL with M.*
Move forward by week:	*CONTROL with L.*
Move back a week:	*CONTROL with J.*
Move forward by month:	*CONTROL with O.*
Move back a month:	*CONTROL with U.*
Move forward by year:	*CONTROL with 9.*
Move back a year:	*CONTROL with 7.*
Move to first e-mail:	*READ with T.*
Move to last e-mail:	*READ with B.*

1.7.2   In a List of E-mail Folders.

Select prompted folder:	*ENTER.*
Delete folder:	*CONTROL with I.*
Rename folder:	*CONTROL with R.*
Display Number of e-mails:	*READ with I.*

1.7.3   At "Ready to send" prompt.

Send e-mail: *Y.*

Return to "send to" prompt: *N.*

Save e-mail as a Draft: *D.*

Print e-mail: *P.*

Emboss e-mail: *E.*

Abandon e-mail without sending: *ESCAPE.*

1.7.4   E-mail Trash Folder.

At "Empty Trash?" prompt,

Leave items in Trash: *N.*

Delete items in Trash: *Y.*

Review items in Trash: *R.*

Options after selecting Review,

Move to next e-mail: *RIGHT ARROW.*

Move to previous e-mail: *LEFT ARROW.*

Delete e-mail being
reviewed: *CONTROL with 8.*

Trash Folder Menu: *CONTROL with ENTER.*

                                          then,

Restore e-mail to original folder: *R.*

Empty Trash folder: *E.*

1.8   Database Manager.

1.8.1   Adding a Record.

Add a record: *CONTROL with ENTER*.

Retrieve last record: *CONTROL with B then R*.

Paste the clipboard into a field: *CONTROL with B then P*.

Remove a field entry from the current record: *CONTROL with BACKSPACE then ENTER*.

1.8.2   Finding Information.

Go to the next record: ***RIGHT ARROW***.

Go to the previous record: ***LEFT ARROW***.

Next field: ***SPACE***.

Previous field: ***BACKSPACE***.

Next word: ***READ with L***.

Previous word: ***READ with J***.

To hear the current record: ***READ with 8***.

Exit from the list of records: ***ESCAPE***.

Delete a record: ***CONTROL with 8***.

Edit current record: ***CONTROL with I***.

Copy a field to the clipboard: ***CONTROL with C***.

Copy a record to clipboard: ***CONTROL with B then C***.

1.8.3   Field Definition List Commands.

To delete a field: ***CONTROL with I***.

To review or change field settings: ***CONTROL with 2***.

To insert a field before the current field: ***CONTROL with ENTER***.

To cycle through the field data types: ***CONTROL with SPACE***.

To move current field one up in the list: ***CONTROL with 7***.

To move current field one down in the list: ***CONTROL with 9***.

Exit the field definition list: ***ESCAPE***.

1.8.4   Sort Order and Record Title List Commands.

To change a sort order or a record title field: ***ENTER***.

To remove a sort order or a record title field: ***CONTROL with I***.

1.9   Games.

1.9.1   Basic Commands.

Go to game:	*FUNCTION with G*.
Save the game:	*CONTROL with S*.
Load the game:	*CONTROL with O*.
Abandon the game:	*CONTROL with Q*.
Enter the next move:	Type a single/multiple character.
Insert the last move entered:	*CONTROL with R*.
Insert block marker:	*CONTROL with SHIFT with M*.
Copy block to the clipboard:	*CONTROL with Z*.
Paste the contents of the clipboard to the input prompt:	*CONTROL with V*.

1.9.2   Game History Commands.

View the current status:	*READ with S*.
Move forward from the history item:	*LEFT ARROW*.
Move backward from the history item:	*RIGHT ARROW*.

In Sentence and Paragraph reading Mode, the following commands review sentences and paragraphs.

Move back a sentence	: *READ with U*.
Hear the current sentence:	*READ with I*.
Move forward a sentence:	*READ with O*.
Move back a word:	*READ with J*.
Hear the current word:	*READ with K*.
Move forward a word:	*READ with L*.
Move back a character:	*READ with M*.
Hear the current character:	*READ with COMMA*.
Move forward a character:	*READ with PERIOD*.

1.10   Unicode Characters.

Unicode character entry: *FUNCTION with X.*

Select Unicode Table: *SPACE, then ENTER.*

Select Unicode Character: *SPACE or letter.*

Review or change the way a character is displayed in Braille:

Unicode Table, *CONTROL with D.*

Review or change a macro for a character:

Unicode Table, *CONTROL with K.*

Unicode Macro: *SHIFT FUNCTION with C.*

1.11   Web Browser.

Open a new URL: *ESCAPE*.

Go forward one page: *READ with Right Arrow.*

Go back one page: *READ with Left Arrow.*

Save web page: *CONTROL with S.*

Refresh Page: *CONTROL with R.*

Hear URL contents: *READ with COMMA* then repeat the command.

Modem disconnect: *FUNCTION with O, then C* then Select from the Connectivity Menu.

Progress Tone Volume: *FUNCTION with O then R*. Move through the list to "Progress Tone Volume".

Internet Options Menu: *CONTROL with 2.*

Favorites Menu: *CONTROL with 1.*

1.11.1   Move by Element.

"Click" on an item:	*ENTER.*
Read Input Control Prompt:	*REPEAT.*
Move to next element:	*TAB.*
Move to previous element:	*SHIFT with TAB.*
Current element:	*READ with X.*
Change move type:	*READ with C.*
Link:	*L.*
Input Control:	*I.*
Heading:	*H.*
Frame:	*F.*

Link or input control: *B*.

Move to next link or input control: *NEXT* thumbkey.

Move to previous link or input control: *PREVIOUS* thumbkey.

Change option for NEXT and PREVIOUS thumkeys: *FUNCTION with O, B*. Review the list for "Function of previous and next thumkeys".

1.11.2   Move from link to link.

Move backwards:	*BACKSPACE.*
Move forwards:	*SPACE.*

1.11.3   Tables.

Table Mode:	**READ with S** repeatedly until "Table Mode" is displayed.
Query Cursor Position:	**READ with Q**.

While in Table Mode:

Move forward one cell along a row:	**READ with O**.
To hear the current cell in a row:	**READ with 8**.
Move back one cell along a row:	**READ with U**.
Move down one cell in a column:	**READ with 9**.
To hear the current cell in a column:	**READ with I**.
Move down one cell in a column:	**READ with 7**.

1.11.4   History.

History command list:	**READ with CONTROL with H.**
Navigate to current record:	**ENTER.**
Next Field:	**SPACE.**
Previous field:	**BACKSPACE.**
Next History record:	**RIGHT ARROW.**
Previous History record:	**LEFT ARROW.**
Forward one Day:	**READ with PERIOD.**
Back one Day:	**READ with M.**
Forward one week:	**CONTROL with L.**
Back one week:	**CONTROL with J.**
Previous Domain name:	**CONTROL with O.**
Next Domain name:	**CONTROL with U**.
Newest History record:	**READ with G.**
Oldest History record:	**READ with B.**
Sort by domain/day:	**CONTROL with S.**

Note: history is presented alphabetically for day or domain.

1.12   Chat.

Start a new conversation: *S*

To access contact list from "Chat with" prompt: *SPACE*

Options: *O*

General Settings: *G*

To cycle through options: *CTRL with SPACE*

Contact commands:

Review Contact Information: *READ with I*

Delete Contact: *CONTROL with 8*

Rename Contact: *CONTROL with R*

Change Contact list filter: *READ with X*

1.13   Stopwatch.

Go to StopWatch:	*FUNCTION with W*, or
	FUNCTION with O then T, then S.
Stop or Start Stopwatch:	*SPACE.*
Set time back to Zero:	*CONTROL with I.*
Stop stopwatch altogether:	*SPACE* then *CONTROL with I.*
Hear elapsed time:	*REPEAT.*
Hear elapsed time again:	*L.*

1.14   Media Player.

Go to Media Player: *FUNCTION with M, or M from Main Menu.*

Pause track: *READ with SPACE.*

Restart track: *READ with SPACE or*

                                       READ with G.

Skip forward 1%:   *RIGHT ARROW.*

Skip back 1%:   *LEFT ARROW.*

Skip forward 5%:   *CONTROL with RIGHT ARROW.*

Skip back 5%:   *CONTROL with LEFT ARROW.*

Skip forward 10%:   *READ with RIGHT ARROW.*

Skip back 10%:   *READ with LEFT ARROW.*

Elapsed time of total time: *READ with Q.*

Track Information: *READ with I.*

Stop track and exit: *ESCAPE.*

1.14.1   Audio Recorder.

Record a memo: Either press Record button or go through the Media Center menu.

Stop Recording: Either press Record button or go through the Media Center menu.

Playback a memo: *SHIFT with FUNCTION with M*.

1.14.2   FM Radio.

Go to FM Radio:	*FUNCTION with F*.
Turn off FM Radio:	*ESCAPE*.
Toggle speaker on/off:	*FUNCTION with L*.
Go to next preset station:	*SPACE*.
Go to previous preset station:	*BACKSPACE*.
Go to preset station starting with a particular character:	*ALPHA* or *DIGIT*.
Enter a new preset station:	*CONTROL with R*.
Rename preset station:	Select the preset then press *CONTROL with R*.
Delete radio preset:	Select the preset then press *CONTROL with 8*.
Jump directly to a frequency:	*READ with F*.
Scan frequency forward:	*READ with RIGHT ARROW*.
Scan frequency backward:	*READ with LEFT ARROW*.
Jump frequency forward by 1MHz:	*CONTROL with RIGHT ARROW*.
Jump frequency back by 1MHz:	*CONTROL with LEFT ARROW*.
Jump frequency forward by 100kHz:	*RIGHT ARROW*.
Jump frequency back by 100kHz:	*LEFT ARROW*.
Turn the FM Radio volume up relative to speech:	*CONTROL with EQUALS*.
Turn the FM Radio volume down relative to speech:	*CONTROL with HYPHEN*.
Mute or unmute the FM Radio:	*CONTROL with BACKSLASH*.

End of Command Summary.

Customer support

For customer support, please contact the HumanWare office nearest you or view our Web site at: www.humanware.com/braillenote_support.

North America: 1 (800) 722 3393
or e-mail to us.support@humanware.com

Europe: 01933 415800
or e-mail to eu.support@humanware.com

Australia / Asia: (02) 9686 2600
or e-mail to au.sales@humanware.com

www.humanware.com

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